



Maine State Housing Authority

Invitation for Proposals for a Purchase Order Software System

SCHEDULE

Issued: August 21, 2017

Deadline for Questions: September 5, 2017

Deadline for Submitting Proposals: October 2, 2017 5:00 p.m. ET

MaineHousing Contact Person: Jill Osmond, Governmental Accounting Manager

E-mail: josmond@mainehousing.org

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status, or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330

VENDOR INFORMATION SHEET
for
Maine State Housing Authority
Invitation for Proposals for a Purchase Order Software System

Provide the following information and include this completed and signed Vendor Information Sheet at the front of any proposal.

General Information	
Company Name	
Street Address	
City, State, Zip Code	
General Phone Number	
Toll-free Number (if any)	

Contact Person for Questions	
Name and Title	
Address	
E-mail address	
Phone	

Name, Title and Signature of Individual with Authority to Bind Vendor	
Name	
Title	
Signature	
Date	



Maine State Housing Authority

Invitation for Proposals for a Purchase Order Software System

I. Introduction

A. Overview

In this *Invitation for Proposals for a Purchase Order Software System* (the "Invitation"), Maine State Housing Authority ("MaineHousing") is requesting proposals for a commercial off-the-shelf ("COTS") purchase order software system ("Purchase Order System") to replace the current custom-designed database used by MaineHousing to process purchase orders and check requests.

The Purchase Order System must be capable of allowing multiple MaineHousing users to generate and approve purchase orders and make check requests for various types of products and services from approved vendors. In addition, the Purchase Order System must, at a minimum, be capable of creating, transmitting, storing, protecting, and efficiently retrieving purchase orders and check requests and generating reports of purchases and payments. The Purchase Order System must also be capable of exporting data to Microsoft Excel. MaineHousing also requires additional functionality to import data from MaineHousing's current Microsoft Access database to the new Purchase Order System, and to interface with the accounts payable ("AP") and general ledger ("GL") modules of MaineHousing's Emphasys software.

A Purchase Order System must be offered as COTS software. Additional functionality must be offered either (i) as a module, enhancement or upgrade to the COTS Purchase Order System or (ii) as separate COTS software that may be easily integrated with the COTS Purchase Order System.

B. About MaineHousing

MaineHousing is an independent state agency that bridges public and private housing finance, combining them to benefit Maine's low and moderate-income people. MaineHousing brings millions of new private and federal housing funds to invest in Maine to create safe, affordable, and warm housing. The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at www.mainehousing.org.

C. General Terms and Conditions

1. ***Review and Compliance.*** It is the responsibility of each Vendor to review this entire document, including attachments, and comply with all requirements of this Invitation. "Vendor" means any person or entity who may or does submit a proposal in response to this Invitation.

2. ***Questions and Clarifications.*** All questions, including requests for clarification, must be submitted by e-mail to Jill Osmond, Governmental Accounting Manager, at

josmond@mainehousing.org no later than September 5, 2017. MaineHousing will respond to questions that MaineHousing deems relevant and material to this Invitation by providing a list of such questions and MaineHousing's responses to Vendors no later than September 11, 2017. Any responses provided by MaineHousing to questions from Vendors will become part of this Invitation. ***PLEASE NOTE: Vendor contact with any MaineHousing employee, consultant or other MaineHousing representative concerning this Invitation other than the MaineHousing contact person named on the cover page and in this Section I.C.2 may be grounds for rejection of Vendor's proposal.***

3. *Proposal Valid for 120 Days.* All proposals submitted by Vendors and received by MaineHousing will be treated as offers to contract. A Vendor's proposal must remain open from the time of receipt of the proposal by MaineHousing and continuing for a minimum of 120 days after the date of Vendor's product demonstration pursuant to this Invitation and may not be unilaterally modified by Vendor during that period. Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing unless authorized by an amendment or addendum to this Invitation issued by MaineHousing. In the case of any award pursuant to this Invitation, the awarded Vendor must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

4. *Contract Term.* The initial term of any contract awarded pursuant to this Invitation will be up to a maximum of three (3) years from the date the contract is executed by Vendor and MaineHousing. MaineHousing will have the sole right and option to extend the contract for additional terms of one (1) year each, which, together with the initial contract term, will not exceed a total of five (5) years. In the event a COTS Purchase Order System from the successful Vendor pursuant to this Invitation includes, as a condition of its use, a mandatory year-to-year maintenance agreement with the software manufacturer, MaineHousing will have the right and option to extend the contract year-to-year for an indefinite term based on MaineHousing's business needs.

5. *Costs of Proposal Development.* Costs of developing and delivering proposals pursuant to this Invitation and providing product demonstrations are solely the responsibility of Vendors. MaineHousing is not liable for any expense incurred by Vendors in the preparation, delivery or presentation of their proposals or in connection with any product demonstrations.

6. *Proposal Materials.* All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any contract between MaineHousing and the Vendor providing such materials.

II. Technical Proposal

A. Background; Existing Situation

MaineHousing utilizes a variety of COTS and custom-designed applications that support the administration of various federal and state benefit programs. MaineHousing uses the following systems to plan and execute the day-to-day and strategic financial operations of the organization:

- (1) *Emphasys (Application Oriented Designs)*. MaineHousing uses a COTS AP system to maintain vendor information, process payment of invoices, control receipts, reconcile payments, and for reporting. The AP system interfaces with the Emphasys GL system.

These Emphasys applications are AcuCobol-based with data stored in index files. MaineHousing internally hosts the applications on Microsoft Server 2008 R2 servers in a VMware virtual computing environment. Users access the AP and GL modules via Citrix desktop shortcuts upon approval of active directory group membership. Users of these systems are granted rights to various roles and responsibilities through an accounts and permissions module.

- (2) *2013 Microsoft Access database*. MaineHousing uses an in-house, custom-designed Microsoft Access 2013 database to process purchase orders and check requests. MaineHousing processes a combined total of approximately 250 purchase orders and check requests per month. The check request function of MaineHousing's existing database is unrelated to and separate from the purchase order function of that database. This database contains vendor and account information.

MaineHousing internally hosts this database on a Microsoft Server 2012R2 server in a VMware virtual computing environment. Users access the database via Citrix desktop shortcuts upon approval of active directory group membership. Users of these systems are granted rights to various roles and responsibilities through an accounts and permissions module.

- (3) *Docuware*. MaineHousing uses the COTS Docuware enterprise document management system to capture, store and organize documents, data and images electronically. This system is a stand-alone system and does not integrate with any of the systems or applications described above.

MaineHousing internally hosts this system on several Microsoft Server 2012 R2 servers in a VMware virtual computing environment. Users access the Docuware via internal browser based application shortcuts upon approval of active directory group membership. Users of these systems are granted rights to various roles and responsibilities through an accounts and permissions module. The scanning of documents is completed using a variety of color and B/W scanners.

B. Objectives and Requirements – Purchase Order System

1. ***Core Functionality***. The COTS Purchase Order System must, at a minimum, be capable of creating, transmitting, storing, protecting, and efficiently retrieving purchase orders and check requests and generating reports of purchases and payments. The Purchase Order System must also be capable of exporting data to Microsoft Excel.
2. ***Additional Functionality***. The following additional capabilities are required by MaineHousing, under this Invitation. These capabilities must be offered either (i) as a module, enhancement or upgrade to the COTS Purchase Order System or (ii) as separate COTS software that may be easily integrated with the COTS Purchase Order System.

- (a) Import and export of data (i.e., vendor master records and GL account numbers) between the Emphasys AP and GL modules and the Purchase Order System.
- (b) Interface between the Purchase Order System and the Emphasys AP module.
- (c) Import or attach scanned invoices to Purchase Order System records or data.
- (d) Integrate with Docuware enterprise document management system.

C. Vendor Proposals – Technical Specifications

1. *General Requirements*

- a. Vendor Capability. A Vendor's proposal must demonstrate the Vendor's understanding of MaineHousing's needs and expectations described in this Invitation and Vendor's capability to meet those needs.
- b. Technical Documentation. All proposals must include technical specifications and existing technical documentation associated with the proposed Purchase Order System. Vendor may provide additional information in the form of brochures, demonstration CDs, sample manuals, or other material that is relevant to Vendor's proposal.
- c. Product Demonstration. Upon request by MaineHousing, a Vendor will be required to provide a demonstration of the Purchase Order System offered in its proposal. The demonstration will be completed utilizing online capabilities over the Web or in person at MaineHousing. Not all Vendors may be asked to provide a product demonstration.
- d. Hosting. Vendor's Purchase Order System will be hosted within MaineHousing's infrastructure, which is Microsoft Windows Server and SQL Server-based. MaineHousing may consider proposals involving a Purchase Order System offered as "software as a service" ("SAAS") under which a Vendor supplies and owns necessary hardware and software. For SAAS proposals, MaineHousing expects the Vendor or hosting organization to have its own internal policies that are designed to ensure that MaineHousing data is not disclosed. Additional due diligence documentation will be required as part of the Vendor's proposal, to include reports such as Statement on Standards for Attestation Engagements (SSAE) no. 16, Reporting on Control at a Service Organization Type II Reports (SSAE-16 SOC2) or Statement on Auditing Standards no. 70 (SAS 70 Type I & II) and any recent Security and Vulnerability Audits or Reports.

2. *Specific Requirements*

- a. Requirement of COTS Software. The Purchase Order System offered by a Vendor must be COTS software and not a customized solution. Likewise, additional functionality must be offered either (i) as a module, enhancement or upgrade to the COTS Purchase Order System or (ii) as separate COTS software that may be easily integrated with the COTS Purchase Order System.

b. Description of Manner Used to Achieve Objectives. In connection with the core functionality described in Section II.B.1 above, Vendor proposals must include information specifically indicating how each of the functional and other requirements described in Section II.B.1 will be met by the COTS Purchase Order System. For the additional functionality described in Section II.B.2 above, the Vendor must include information specifically indicating how the functionality described in Section II.B.2 will be achieved. In addition, for additional functionality offered as separate COTS software that may be integrated with the COTS Purchase Order System, Vendor must describe in detail the means of integrating the separate software into the Purchase Order System and any specific requirements applicable to using that approach.

c. Specific Features and Capabilities. The COTS Purchase Order System must have all of the following features and capabilities:

- (1) A security module that enforces role-based access controls, including view-only, create, edit and approve capabilities
- (2) Create and edit purchase orders
- (3) Send e-mail notifications
- (4) Create standard "canned" reports and ad hoc reports
- (5) System sequential numbering
- (6) Receive and match product receipts to previously-generated purchase orders
- (7) Create blanket purchase orders
- (8) Create check requests
- (9) Assist with vendor management processes, including adding, deleting, editing and reporting
- (10) Selection of GL expense and department account numbers
- (11) Export to Excel
- (12) An audit function capable of capturing and reporting user interactions and system notifications within the application.

d. Additional Required Information. Vendor proposals must also provide information on each of the following:

- (1) Planning, implementation, project management, and training steps and associated timelines for each
- (2) Ongoing support and maintenance, including whether participation in Vendor's standard software maintenance program provides unlimited upgrades, licensing and product enhancements, and a description of how maintenance will be done
- (3) Initial and ongoing licensing requirements
- (4) Any hardware and operating system requirements, including utilities

For the additional functionality described in this Invitation, the proposal must also include information under this subpart d. applicable to the additional functionality offered by Vendor.

III. Company Information

A. Business References

Vendors must provide a minimum of two (2) business references from similar projects for private, state and/or large local government clients within the last three (3) years.

Vendors must provide the following information for **every** business reference provided by the Vendor, using the table format below.

Invitation:	Invitation for Proposals for a Purchase Order Software System	
Vendor Name:		
Primary Contact Information		
Name:		
Street Address:		
City, State, Zip		
Phone, including area code:		
Email address:		
Alternate Contact Information		
Name:		
Street Address:		
City, State, Zip		
Phone, including area code:		
Email address:		
Project Information		
Brief description of the project and description of services performed, including technical environment (i.e., software applications, data communications, etc.):		
Project start and end dates:		
Project cost:		
Was project completed in time originally allotted, and if not, why not?		
Was project completed within or under the original budget/ cost proposal, and if not, why not?		

MaineHousing reserves the right to contact and verify any and all references listed.

B. Conflict of Interest Disclosure Question For Applications, RFP's, and Vendors; Vendor Certification Form

Vendor must complete and submit the Conflict of Interest Disclosure Question For

Applications, RFP's, and Vendors attached to this Invitation as Appendix A and the Vendor Certification Form attached to this Invitation as Appendix B with its proposal.

IV. Cost Proposal

A. Pricing Basis

Vendor must provide detailed fixed prices for all costs associated with its proposal on one or both of the following pricing bases for *each* of the cost items listed below. For each cost item listed below, Vendor must identify the pricing basis. If the pricing basis for all cost items listed below is the same, Vendor may so indicate in a general statement instead of repeating the pricing basis for each cost item. **NOTE:** Indicate \$0 if no cost – do not leave the cost for a listed cost item blank.

- (i) An all-inclusive firm fixed price covering all deliverables, labor, materials, and out-of-pocket, travel and other expenses relating to the specific item listed below. The basis of the price and any underlying assumptions (including assumptions concerning travel expenses) must be included in the Vendor's cost proposal.
- (ii) An all-inclusive fixed price covering all deliverables, labor, materials, and out-of-pocket, travel and other expenses relating to the specific item listed below, with any provision for a price adjustment, including information on the basis of the adjustment, how the adjustment will be made, factors influencing the adjustment, any ceiling on the adjustment, the frequency of adjustments, and any underlying assumptions (including assumptions concerning travel expenses).

B. Cost Items

- (1) Purchase Order System software – initial cost
- (2) Purchase Order System software licensing – annual cost
- (3) Ongoing maintenance – annual cost
- (4) Technical support and customer service – annual cost
- (5) Required or recommended utility or system software, including third party software
- (6) Software installation and system testing
- (7) Training, including training materials
- (8) Technical and user documentation – initial cost
- (9) Technical and user documentation – cost relating to software or other product upgrades, enhancements or modifications

For the additional functionality described in this Invitation, the proposal must also include pricing information, including pricing basis, under this Section IV applicable to the additional functionality offered by Vendor.

V. **Proposal Submission Requirements**

This section of the Invitation deals with the requirements for the contents and submission of proposals.

A. **Deadline and Delivery**

All proposals must be submitted by e-mail in PDF format or by printed hard copy and must be received by MaineHousing no later than 5:00 p.m. ET on October 2, 2017.

If submitted by e-mail, the proposal must be sent to Jill Osmond at josmond@mainehousing.org and the subject line must state "RESPONSE TO PURCHASE ORDER SYSTEM INVITATION FOR PROPOSALS".

Proposals submitted as a hard copy must include one (1) original and three (3) copies. The envelope containing Vendor's proposal must be visibly labeled **RESPONSE TO PURCHASE ORDER SYSTEM INVITATION FOR PROPOSALS** and be addressed to the attention of:

Jill Osmond, Governmental Accounting Manager
Finance Department
Maine State Housing Authority
353 Water Street
Augusta, Maine 04330

Proposals that do not arrive by 5:00 p.m. ET on October 2, 2017 ***will not be accepted***. It is the responsibility of each Vendor to ensure timely receipt of its proposal by MaineHousing. MaineHousing is not responsible for any late delivery of a proposal for any reason.

Facsimile or telephone proposals ***will not be considered***.

B. **Proposal Organization and Contents**

1. ***Organization and Format***

Proposals must be presented in a format that corresponds and refers to the section numbers and headings used in this Invitation and must be presented in the same order. Pages must be numbered consecutively.

2. ***Content***

a. **All Information Required**. All information requested by this Invitation must be submitted as part of Vendor's proposal. **Only information that is**

received in response to this Invitation will be evaluated. References to information submitted to MaineHousing outside this Invitation process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing. Cross-references to other portions of a Vendor's proposal submitted in response to this Invitation are acceptable, but must reference the specific section number and heading for identification.

b. Vendor Information Sheet. All proposals must include the completed and signed Vendor Information Sheet included in this Invitation. Include the completed and signed Vendor Information Sheet at the front of your proposal.

c. Appendices. All proposals must include the completed Conflict of Interest Disclosure Question for Applications, RFP's, and Vendors attached to this Invitation as Appendix A and the completed and signed Vendor Certification Form attached to this Invitation as Appendix B.

VI. Selection Factors

MaineHousing intends to select the proposal that provides the best value in meeting MaineHousing's business objectives identified in this Invitation by considering the following factors: features and functionality of the Purchase Order System; additional functionality described in this Invitation available through modules, enhancements or upgrades to the COTS Purchase Order System or as separate COTS software that may be easily integrated with the COTS Purchase Order System; if the Purchase Order System is offered as SAAS, Vendor's internal policies and documentation with respect to data protection; Vendor's product demonstration if required; compatibility with MaineHousing's existing information technology system, including hosting platform and operating system; Vendor experience and success with the product offered; timing; start-up and ongoing maintenance and support; and price. MaineHousing will also take into account the detail and completeness of proposals.

An evaluation committee consisting of MaineHousing staff will review all proposals. The evaluation committee will also attend product demonstrations. Further, the evaluation committee may contact the references provided by Vendors; contact any Vendor to clarify any response; and obtain information from any available source concerning any aspect of a proposal.

Vendors are cautioned that the evaluation committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of Vendor proposals. Therefore, all proposals should be complete when submitted.

Subject to the reservation of rights and the other terms and conditions of this Invitation, MaineHousing will select the responsible Vendor whose proposal is most advantageous to MaineHousing, taking into account the selection factors in this Invitation. Any award is contingent on successful negotiation of the final contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected Vendor enter into a written contract. This Invitation and the successful Vendor's proposal, as may be modified pursuant to this Invitation, will be incorporated by reference into and be part of any contract between MaineHousing and the Vendor.

VII. Other Terms and Conditions

A. Rights Reserved by MaineHousing

In addition to the rights reserved by MaineHousing elsewhere in this Invitation, MaineHousing reserves the right:

To adjust the timetable for this Invitation as deemed necessary.

To waive informalities and minor irregularities in proposals received.

To reject and not consider any or all Vendors who do not meet the requirements of this Invitation, including but not limited to incomplete responses and/or non-responsive proposals.

To reject any or all proposals received and not to award a contract pursuant to this Invitation, or to cancel or terminate this Invitation process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.

To negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory contract with the successful Vendor under this Invitation, MaineHousing may, in its sole discretion, negotiate with another Vendor or cancel this Invitation and not award a contract to any Vendor.

To reject the Vendor selected pursuant to this Invitation and to offer a contract to another Vendor in the event the selected Vendor does not enter into the required contract to provide the Purchase Order System and additional functionality and related services described in this Invitation.

To negotiate directly with one Vendor if the responses to this Invitation demonstrate a lack of competition.

To correct or amend this Invitation. In no case will this Invitation be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this Invitation.

B. Additional Terms and Conditions

1. ***Acceptance and Testing.*** MaineHousing reserves the right to perform post-delivery and post-training acceptance testing, either directly or with a consultant, using such processes and procedures as determined necessary by MaineHousing to ensure compliance with MaineHousing's requirements and Vendor's technical representations. Acceptance of deliverables may be conditioned or delayed as required for installation, start-up and testing. In addition, at any time before the end of the testing period, MaineHousing may require any or all of the following: (i) modification of the installed software to eliminate deficiencies; (ii) installation of a new copy of the software; (iii) extension of the acceptance testing period for a period sufficient to allow time for Vendor to remedy the problems and to re-test any modification or replacement of the software; and (iv) removal of the software, cancellation of the contract, and recovery of any payments made by MaineHousing. These requirements apply to the Purchase Order System and the additional functionality.

2. Confidentiality and Nondisclosure. Vendor shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Vendor may use such information, documents and data only to the extent required for the purposes described in this Invitation. Vendor shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

3. Maine Freedom of Access Act. Information submitted by a Vendor in any proposal becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 400 et seq. ("FOAA"), except as provided therein. Vendor acknowledges that MaineHousing is required to comply with FOAA.

C. Protest Procedures. Protests of any award made pursuant to this Invitation must be submitted in writing to MaineHousing at the address given on the cover page of this Invitation, to the attention of: Deputy Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.

APPENDIX A

**CONFLICT OF INTEREST DISCLOSURE QUESTION
FOR APPLICATIONS, RFP'S, AND VENDORS**

Use one of the following (or a modification based on the particular circumstances):

For Developers: Does the developer, any principal or affiliate of the developer, or anyone who will be paid for work on the project have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years?

If yes, describe here: _____

For Subgrantees or Other Applicants for Program Funds: Does the applicant, any principal or affiliate of the applicant, or anyone who will be paid for work on the program have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years?

If yes, describe here: _____

For Vendors: Does the vendor, any principal or affiliate of the vendor, or anyone who will be paid for work on the contract have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years?

If yes, describe here: _____

For Individuals: Do you or anyone who will be paid for work on the project have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years?

If yes, describe here: _____

APPENDIX B

VENDOR CERTIFICATION FORM

Vendor Name	
Vendor Address	

The undersigned Vendor represents and certifies as follows:

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Vendor or potential Vendor.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.
3. Vendor has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this Invitation.
4. Vendor acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Vendor on the grounds of actual or apparent conflict of interest.
5. Vendor has not employed or retained any person or entity to solicit or obtain any contract resulting from this Invitation and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such contract.
6. Vendor understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Vendor certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by Vendor will disqualify Vendor from further consideration in connection with this Invitation.
7. The undersigned individual is legally authorized to sign this Vendor Certification Form for and on behalf of Vendor and to bind Vendor to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Vendor	
Name	
Title	
Signature	
Date	